

M E M O R A N D U M

#03-10

TO: All Department and School Fiscal Officers

FROM: Trisha Neely, Director, Division of Accounting

DATE: January 2, 2003

SUBJECT: REINSTATEMENT OF \$5.00 FEE FOR W-2 DUPLICATION REQUESTS

Due to a significant increase in the volume of requests for replacement and duplicate W-2's, the Department of Finance is reinstating the policy of charging a fee for this service. Effective immediately, a \$5.00 fee will be charged for each requested duplicate or replacement W-2. If an employee needs a replacement W-2, they must contact their HR or payroll office to obtain a W-2 request form. Checks should be made payable to the State of Delaware and accompany the request form signed by the employee. All requests for duplicate W-2 forms will be forwarded to PHRST from the HR or payroll offices. Please note, we do not fax W-2's due to confidentiality.

There will be no charge if:

- The employee did not receive their annual W-2 and the address in PHRST was current/accurate
- The original W-2 is illegible

If you have any questions regarding W-2 duplication requests, please contact the PHRST Help Desk at 739-8066.